

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
OF MEETING HELD FEBRUARY 7, 2008**

DRAFT \*

A public meeting of the Arizona Geographic Information Council was convened at 10:00a.m. on February 7, 2008 at the ADOT Human Resources Development Center, 1130 N 22nd Av, Phoenix. Present at the meeting were the following members or designees of the Arizona Geographic Information Council:

Victor Gass, Arizona Department of Environmental Quality  
Adam Iten, Arizona Department of Administration  
Jana Hutchins, Arizona State University  
Dave Minkel, National Geodetic Survey  
Timothy Smothers, League of Arizona Cities and Towns  
Tom Sturm, US Geological Survey  
Gene Trobia, Arizona State Cartographer's Office  
Tim Colman for Rita Walton, Maricopa Association of Governments  
Carol Warren, AZ Department of Education  
Jami Garrison, Arizona Department of Transportation  
Kevin Blake, Northern Arizona Geographic Information Forum  
Jessica Smothermon, Department of Commerce  
Jane Huff, Department of Economic Security  
Wesley Korteum, Department of Health  
Boyd Larkin, Department of Revenue  
Sue Smith, Department of Water Resources  
Nicole Brown, Game and Fish  
Lee Allison, AZGS  
Gary Irish, ASLD  
Tom Tyndall, State Parks  
Jackson Johnson, BLM  
Keith Larson, Natural Resources  
Manny Rosas, PAG  
Steve Whitney, SAGIS  
Brian Brady, Yuma Regional GIS  
Howard Ward, Terra Systems

The following members called into the meeting (there were connection problems):

Candace Bogart, USDA Forest Service

Absent were:

Sharon Nicholson, DPS  
Leland Dexter, NAU  
Craig Wissler, UofA  
Chris English, BIA  
Rodney Hampton, AZ Association of Counties  
Lee Harbers, APLS

The following matters were discussed, considered, and decided at the meeting:

- I. Call to Order. The Council was called to order at 10:00a.m. by Tom Sturm, AGIC President. A count of Board Members established that a quorum was present (see list of Board members and designees in attendance).
- II. Gary Irish noted that the Budget Summary passed out at the meeting does not reflect the \$25,000 set aside for the 2008 conference (\$54,279 and \$27,285 Conference). An amended report will be distributed with the meeting notes. Gary Irish also noted that the Budget Summary reflected the cost of sending the President (Mr. Tim Smothers) to the NSGIC conference and the cost of group membership in NSGIC. Gary Irish handed out dues statements for FY08 AGIC dues. He asked for dues to be sent to the AGIC P.O. Box.
- III. 10:15 a.m. Approval of Minutes of the November 1, 2007 Board meeting. Tom Sturm requested a review of the minutes. Gary Irish requested a balance of \$38,393.95 to be reflected in the minutes, a \$2.00 difference.

Adam Iten asked for a definition of GNSS (Global Navigation Satellite System) and it will be spelled out.

Motion to accept the minutes with changes by Tim Smothers and seconded by Howard Ward.  
Vote passed unanimously.

Committee Reports. The Board will hear oral reports from committee and working group chairpersons.

IV. Committee Reports:

A. *Administration and Legal Committee*

10:20 a.m. Report by Tim Smothers on activities of the committee.

1. **Work Plan Restructuring:** Tim Smothers reported that the committee had discussed modifying the current (and future) work plans to reflect a budget or proposed costs associated with each activity included in the work plan. Where numbers are not firm, a reasonable estimate will need to be included. Some items may not have budgets associated with them. Tim Smothers needs to know if we are willing to do so and would like a motion for committees to develop budgets as part of their work plan. Tom Sturm suggested committees make their best estimate and associate dollar amounts with appropriate objectives. This is especially important with the Conference Committee. Adam Iten would like the budget reports to show funds budgeted to different committees. Gary Irish said he would talk with ASLD admin staff to determine the best ways to account for this. He will work with the SCO to develop a tracking system.

Jana asked if a motion is needed to require committees to develop a budget.

**Motion:** Jana motioned that committee chairs add a budget for their objectives in their work plans. Jami seconded.

**Discussion:** Include estimates for the remainder of this year (AGIC calendar year). Committee chairs can add these to the work plan PowerPoint (available on the AGIC website).

Shea asked when does the budget need to be submitted. Tim Smothers said when the work plans are submitted. Chairs should try to anticipate expenditures as early as possible. Tim Smothers asked that the budgets be provided at the next meeting of the Council.

AGIC leadership should identify budget items that do not fall under any specific committee.

Tim Smothers called the vote: Passed unanimously.

2. Conference Funds (continuation of Budget discussions): Jami Garrison brought up whether the conference fund is to make money or to cover the cost of the conference itself. One reason is that the committee looked at holding the conference in Tucson, but that was more expensive. Could that money be used to offset the additional expenses or is it expected that the money will be used for other AGIC activities? The conference committee could use guidance on this issue. Tim Smothers suggested putting this discussion off until the Conference Committee reports.  
Tom Sturm asked if and when the committee budgets are submitted, will those budgets be approved by the board or not?  
Tim Smothers suggested a two-step process. One is to identify potential costs the other, board authorization to expend the money. The board will have advance notice of any anticipated expense. This will hopefully lead to better communication (on the board as well as in committee) and appropriate fiscal accountability for board (and committee) activities.  
Gene Trobia noted that any expenditure of the board requires board approval before the funds can be expended.  
Glen Buettner pointed out that committee budgets should include both expenses and revenues.  
Jack Johnson suggested that a budget committee might be required. This would allow us to better project revenues and expenditures.  
Tom Sturm suggested that we receive the work plan budgets at the next meeting and then review, revise and put them up for approval at the following meeting. Tim Smothers sees this as the first step in a process of developing a budget, identifying priorities and get more fiscal responsibility.  
Gary Irish repeated that he would like to work with ASLD accounting staff to work out how to develop accounting procedures. This may be difficult if it runs through the state accounting system.  
Jana Hutchins promotes submitting budgets before the next meeting, with time to review and then discuss and approve at our next scheduled meeting in May.
3. APLS Geospatial White Paper: Tim Smothers gave an update on the status of the Geospatial White paper. The APLS board approved the paper. Dave Minkel gave a report. APLS board approved 8 yes – 6 no – 8 abstentions. Those that Mr. Minkel reported that most abstentions or nay votes were about some of the language in the report or they simply hadn't time to adequately study the document.  
In the meantime, the BTR will take a strict interpretation of the statute. If there are going to be changes to this interpretations, then change to the existing statutes will be required..

4. Volunteer Geographic Information: This discussion was tabled until the next meeting because of the amount of time spent on the first two items.
5. Membership Review: Tim Smothers reminded the Board that he would be calling members that have not been participating regularly.

Gene Trobia requested that the A&L workgroup look into possible statutory activities that we may want to pursue to assure that GIS can be practiced successfully in AZ.

#### *B. Data Committee*

1. Imagery update. Tom Sturm reported that there is no news. APFO originally thought that delivery of the NAIP would occur in January. We have not received a revised delivery estimate. Tom Sturm will contact the APFO staff for an update.
2. Arizona Clearinghouse. Gene Trobia tabled this item.
3. Height Modernization. Dave Minkel reported that he and Gene Trobia are working on the 2008 grant application that is due Monday. Less funding is available for this year.

#### *C. Conference Committee*

1. Shea Lemar reported that the committee is looking to keep the budget down and took steps to keep the budget down. The conference will be in Prescott again this year and there will be two hands on workshops this year. Last year the conference was in August and this year it is in October. Shea Lemar asked if the board wants to have a board meeting at the conference or not? Tom Sturm suggested that the board stick to its normal schedule and not hold a meeting at the conference. Jami Garrison said to expect a call for papers soon. Shea Lemar said the committee would meet next week. The vendor support is up.
2. Update on 2009 conference. The committee wants to have the next conference in Southern AZ. Gene Trobia mentioned that there are new procurement rules within State Lands that will affect the conference. The problem is with hotel costs or availability. Gene Trobia requested the committee communicate with ASLD staff before budgeting for the 2009 conference. There are new procurement and travel rules that need to be complied with. Dave Minkel mentioned that ACSM and GITA would have a joint conference in Phoenix in 2010 and suggested that AGIC also tag onto this event.

#### *D. Outreach Committee*

1. Outreach activities report. Glen Buettner and Adam Iten made a PowerPoint presentation that outlined the committee's Education, Professional, and General

outreach activities. Adam Iten passed out a sign up list for people to volunteer to participate in Outreach presentations and events; AGIC/ASU Career Fest, MEC and Teacher Programs. The discussion of the AGIC website notes in the agenda was folded into the general outreach portion of their presentation. Of particular interest was the survey results obtained during the regional workshops. AGIC needs to address some of the responses and questions.

2. Budget proposal – Request for additional funds for K-12 teacher workshops. See budget request included in the meeting announcement e-mail. Glen Buettner gave an update and handed out a proposed Outreach Budget for FY08. Glen Buettner went over the proposed budget and pointed out that there was an additional \$2500 included in the budget for additional funding for K-12 teacher workshop programs and other items, than what was included and approved by the board in the past. The additional funding is to develop a class program for teaching GPS and GIS. This is needed to get curriculum approval for teachers. Carol Warren and the Arizona Geographical Alliance are supporting this effort. This approach has worked in the past. Workshops will be held to train and use teacher input on how to develop GIS classes. Teachers will write the lessons. Howard asked how would the teachers be notified. Shea Lemar will send notices out through AGIC and the Dept of Education and the GeoAlliance list servers. Teachers then can respond to participate. GeoAlliance is donated time and resources towards this effort. Jana suggested that there may be other revenue sources for this effort. Howard Ward made a motion to increase the Outreach budget by \$3000. Dave Minkel seconded. The question of whether the funds are available was answered yes by Gary Irish.

Motion was passed with one no vote.

The next Internet Mapping User Group is April 3 2008 in DOA.

Glen Buettner, Adam Iten and Tim Smothers made presentations to various Regional User Groups. A message about AGIC has been put out and feedback from those groups have been taken. Adam Iten is looking for speakers for future meetings. Adam Iten and Glen Buettner gave a presentation on comments and questions obtained by participants of their workshops. Glen Buettner passed out copies of a draft AGIC brochure and would like input on the design and content. AGIC website. A brief update about the Calendar and Regional workgroups was given. There are links to those groups that have websites and information about the group for those without websites.

3. Glen Buettner requested that the board members review the brochure and Tim Smothers said he would schedule a special meeting of the board to approve the brochure before it is handed out.

- V. Presentation by Lee Allison, AZ State Geologist, on the Geoscience Information Network. The AASG is working with the USGS and other US and international organizations to develop a broad data discovery system (a catalog), and open source interoperability tools for geologic and other scientific information. Request slides from Lee to post on AGIC website.

#### VI. Call to the Public.

Add work plan updates to the May meeting and 2009 work plans to the August meeting.

Jami Garrison made an announcement that Mick Cseri is ADOT's new person and will be her designee to the board

Lee introduced Ryan Clarke as his official designee.

Wesley Korteum is the new Health board member.

Ryan Hunt works for Farm Service Agency.

Jane Huff is the new DES member.

Dave Minkel suggested Outreach send a brochure to regional groups for feedback about the brochure. Jana Hutchins will provide a Wiki to discuss requests from regional groups for information.

Lee Allison mentioned HB2584, which would transfer AGIC to the State Geological Survey. A status report will be given at the May board meeting. No one knows who brought this up and into the bill. Gene discussed some background regarding the bill and stated that ASLD is in communication with the governor's office to discuss the bill.

- VII. Next Meeting Time and Date. Tom Sturm said that we should address our ability to teleconference into the meeting. Next meeting is the first Thursday in May, May 1<sup>st</sup>, 2008 location is MAG and address information is to be advised.

- VIII. Adjournment. Tom Sturm handed over gavel to Tim Smothers. Motion to adjourn by Dave Minkel, Jami Garrison seconded. 12:00 Noon.

**Attachments:** AGIC Budget Summary  
AGIC November, 2007 Minutes